



Convenience U CARWACS Show

March 6 & 7, 2018 | Toronto Congress Centre

EXHIBITOR CHECKLIST

This checklist is to remind you of important forms and deadlines for the Convenience U CARWACS Show. Please take note of the due dates for compulsory forms and the early bird supplier discounts that will help reduce your show costs.

The Exhibitor Manual is filled with all the essentials to keep you informed and organized, including these forms. More information on booth guidelines, order forms, move-in dates and other helpful tips can be found in your Exhibitor Manual. If you want to learn more about advertising promotions and opportunities please don't hesitate to call your Exhibit Sales contact.

	Where to Send	Deadline
Advertising Opportunity		
<input type="checkbox"/> Show Guide Advertising	Convenience U	Jan 17
Compulsory Forms		
<input type="checkbox"/> Compulsory Exhibitor Forms	Convenience U	Jan 31
<input type="checkbox"/> Exhibitor Insurance	Convenience U	Feb 21
<input type="checkbox"/> Move-In Questionnaire	Lange	Feb 16
Travel and Accommodation		
<input type="checkbox"/> Hotel	Radisson Suites	Feb 5
	Crowne Plaza	Feb 14
<input type="checkbox"/> Flights	Air Canada	Book early for best rates
<input type="checkbox"/> Car Rental	Hertz	
Services and Supplier Forms		
<input type="checkbox"/> Rentals (Table, carpet, booth...)	Freeman	Feb 16
<input type="checkbox"/> Electrical/Mechanical	Showtech	Feb 19
<input type="checkbox"/> Onsite Services (Cleaning, catering, internet...)	Congress Centre	Feb 14
<input type="checkbox"/> Product Showcase	Convenience U	Jan 31
Logistics		
<input type="checkbox"/> Warehousing, transportation, customs	Lange	Feb 16
Badge Registration		
<input type="checkbox"/> Exhibitor Badge Registration	Convenience U	March 2

For the complete list of Services and Supplier Forms, visit our website:
ConvenienceU.ca/exhibitors/suppliers-forms